

# MENDOCINO WORKS

## Employment Resource Centers

### Ukiah Center Council Meeting Minutes Mendocino Works Resource Center – Ukiah Tuesday, August 16, 2005

**Present:** Cora Gonzalez, CHDC, Kathy McMinn and Pam Harpster, MPIC, Connie Schleuder & Madelyn McCauley, JA, Suzanne Warner, Mayacama, Lin Park, Department of Rehab.

#### **Call to Order at 10:45 a.m.**

**Introductions-** Pam Harpster new to MPIC and this Council.

Facilitated: Madelyn McCauley

Recorded: Pamela Harpster

Observer: Lin Parks

Timekeeper: Suzanne Warner

**Approval of minutes** Ukiah Center Council meeting minutes of July 16 were approved with clarifying change to section "Special Events Committee". Kathy, Vicki and Suzanne offered to be friends (means members at large who will assist but not attend all the meetings.)

#### **Agenda Approved and standing items will be added for future agendas:**

1. Building and Safety Issues
2. Upcoming Events/Training

**Kitchen Survey/Building Safety:** Kitchen survey was discussed at the Partnership Council. They thanked the UCC for surveying and being proactive about this issue. We have been asked to "re-survey" one more time with more direct questions:

1. Do you want donated food provided in the kitchen? Y or N
2. Are you willing to participate in picking up the donated food from Safeway? Y or N
3. Would you like to have the kitchen open or closed to customers using the Mendocino Works Center? Open or Closed

The committee would like to include a note clarifying that the time for pick-up will be before 7:30a.m. and another question asking about participating in the kitchen clean-up. Pam will rewrite the questions and she and Madelyn will distribute the surveys to each staff in person or on their desks. Cora agreed to collect the surveys from the staff by having a box outside her door to collect them. Deadline for the survey is 9-1-05 as to give Partnership Committee time to discuss at their next meeting.

Lin Park asked if DOR could participate in this survey and the group agreed that they could and Pam will email the survey to her and she can gather the surveys from her staff. Members felt that other partners NOT working on site would not necessarily need to participate as the issues are really faced by those of us that are here everyday.

#### **Special Events:**

Blood drive date has been changed from August 31 to the 26<sup>th</sup> to allow all staff participate as the 31<sup>st</sup> conflicts with the Larry Robbin's training.

Special Event's committee needs recruits! Perhaps a "**Soup Off**" in October will energize staff again.

### **Building Issues:**

Connie read the email sent to her from Sandi about the Partnership Committee as several building issues were raised. *(Since more information from this committee will be presented to staff, they will not be addressed fully in these minutes.)*

**Conference Rooms:** Madelyn wanted to discuss the policy of usage for client interviews. She offers a solution that if the staff write it down in the conference schedule binder located at the front desk. She indicates that many times a client needs just a minute to discuss issues with their case manager and is more convenient to use this room instead of interview rooms. Since this issue was previously discussed by the Partnership Council, it was determined to follow the policy released by them at their most recent meeting.

1. **Smoking** 20 feet from the building. Should ashtrays be moved away that far from the door? Maybe a quick phone call to the fire chief can shed some insight on this.
2. Backdoor possibly should be re-keyed? Connie will check on this. (Consideration of master key being given to all staff needs to be checked on.)
3. **Parking** policy has been redistributed by Connie, via email.
4. **Security** - Sign in sheet at the front for those entering the building after hours. Most weekends the alarm has not been set.
5. **Pest control** - food and water being set outside on the patio is attracting rodents.
6. **Traffic problems in parking lot** - perhaps signage and arrows would help. "Not a through Street" in the back of lot and arrows for one-way at the entrance would help.

### **Interagency Sharing of Issues**

- Kathy, MPIC-youth: no longer serving younger youth due to new mandates, budgets. Will most likely be looking primarily at serving out of school youth and Senior High students.
- Lin, Dept. or Rehab.: Nothing new to report.
- Cora, CHDC: Nothing new to report.
- Suzanne, Mayacama: Same as last month, dealing with the loss of Connie Diamond's furlough as her reduction is 10 hours per week.
- Connie, Job Alliance: Interviewing for a new OAIII (Office Assistant 3) for the reception and Resource room. Building issues are settling down, she is still waiting for DEVCO to fulfill heating and air issues.
- Pam, MPIC: working on schedule for Resource Room and Reception. Some cross training will be set up for partners so that more can participate in the rotation of Resource and back-up list.

### **Upcoming Training and Events:**

**All Staff** - Larry Robbins August 31, 2005. Center will be closed due to lack of available staff.

**JA Clerical Staff** - Clerical training on Sept. 21. Will need to be covered this day for reception.

### **Safeway Pick-up & Kitchen Clean-up:**

Madelyn mentioned that Arlene from JA has been spearheading the sign-ups and coordination of the Safeway P-U and Kitchen C-U for over 3 years. She would like to discuss a different arrangement or sharing this responsibility. Maybe an arrangement can be generated agency wide for periods of time or another agency take on the sign-ups. Pam suggested that we table this until after the survey has determined whether or not this will be an issue for the future or not. All agreed to continuing this discussion at a later time.

**Other:**

Pam asked if there are any other agencies or staff that should be included in the invitation of this meeting. WEST company and Goodwill was suggested.

\*Since the meeting, Tanner Silva from Community Resources for Independence emailed Pam seeking notice and participation of these UCC meetings. Pam will make contact.

**Adjournment:** The meeting adjourned at 11:58 a.m.

**Agenda items for September 16, 2005:**

- Facilitator: Suzanne
- Observer: Connie
- Timekeeper: Lin Parks
- Recorder: Pam Harpster

➤ If you have corrections or additions to these minutes and/or agenda items for the next meeting, you may e-mail them to Pam Harpster at [pam@mpic.org](mailto:pam@mpic.org)

**The next Ukiah Center Council Meeting will be on Tuesday, September 20, 2005, at 10:30a.m.**